

## Sullivan County NH

**Type of meeting:** Board of Commissioners, Regular Business Meeting  
**Minutes – Public Portion**

**Date/Time:** Tuesday, July 03, 2007, 3 PM

**Place:** Newport – 14 Main Street, Remington Woodhull  
County Complex

**Attendees:** Commissioner Ethel Jarvis – *Chair* and Jeffrey Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Michael Pulling – *HCMA*; Greg Chanis – *Facilities & Operations Director*; Scott Wojtkiewicz – *S.C.H.C. Administrator*; *County High Sheriff* Michael Prozzo (arrived later in meeting); Chuck Hersey – *UNH Cooperative Extension County Forester* (arrived later in meeting); Cynthia Sweeney – *County Treasurer* (arrived later in the meeting); and Sharon Johnson-Callum (minute taker).

**3:08** Commissioner Jarvis opened the meeting and led all in the *Pledge of Allegiance*.

### AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. MAY 18, SPECIAL  
These minutes were previously approved June 19<sup>th</sup>.

### AGENDA ITEM NO. 1.B. MAY 18, TERMINATION HEARING - PUBLIC PORTION

**3:10** A motion was made, by Commissioner Barrette, to accept the May 18, 2007 termination hearing public portion minutes as written. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

### AGENDA ITEM NO. 1.C. MAY 18, TERMINATION HEARING – EXECUTIVE SESSION

**3:11** A motion was made, by Commissioner Barrette, to accept and keep sealed the May 18, 2007 termination hearing minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.D. JUNE 12, 2007 SPECIAL MEETING WITH COUNTY TREASURER  
Commissioner Jarvis noted a correction on page 2.

**3:12** A motion was made, by Commissioner Barrette, to accept the minutes as amended with the correction. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

### AGENDA ITEM NO. 1.E. JUNE 18, 2007 PUBLIC

**3:13** A motion was made, by Commissioner Barrette, to accept the June 18<sup>th</sup> minutes as written. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.F. JUNE 18, 2007 EXECUTIVE SESSION

**3:14 A motion was made, by Commissioner Barrette, to accept and keep sealed the June 18, Exec Session minutes; and to release [unseal] them Oct 1, 2007. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO. 2. UPPER VALLEY LAKE SUNAPEE REGION PLANNING COMMISSION, CHRISTINE WALKER, EXECUTIVE DIRECTOR – INTRODUCTIONS**  
It was noted Christine Walker was not in attendance.

**AGENDA ITEM NO. 3. HCMA, MIKE PULLING**

Mr. Pulling briefed the group on the projection sheet disbursed. Mr. Gil de Rubio noted this was part of the business plan/marketing agreement HCMA signed with the County, that was on the County website ([www.sullivancountynh.gov](http://www.sullivancountynh.gov)). Johnson-Callum confirmed the agreement was on the *Current Projects* page). Mr. Pulling spoke of the future focus on project coordination, they received the 501.c.3., need to think about who to place on board: 3-5 people who can focus all their efforts into the project. Since they received the non-profit license for The Meadows, they can now search for grants. Mr. Pulling has identified 20 foundations they may be able to apply to. Mr. Gil de Rubio reminded them they could now apply to CDFA for an implementation grant - where funds can be used for wastewater treatment/utilities/etc. Mr. Pulling indicated they should: work on the design - defining the "common areas" of the facility, following up on priority depositors, and do more on marketing.

*3:33 Rep. Rodeschin stopped in. She indicated she just came from the EFC meeting and wished all a happy 4<sup>th</sup> of July, then left.*

Commissioner Jarvis noted Rodeschin did not support the Assisted Care living project, and guesstimated it was since she was not knowledgeable regarding the project.

*3:35 Sheriff Prozzo arrived.*

Commissioner Barrette suggested they contact Roz Caplan, Century 21 [Highview Realty 122 Pleasant Street Claremont NH Tel. (603) 542-7766] as a possible Meadows Board member. Mr. Pulling agreed this would be the type of person the Board needed, as they are familiar with the market and Commissioner Barrette added, they would be good ambassadors for the program, also. Mr. Pulling indicated the County should consider hiring a professional marketer for the Meadows project, at this point. Mr. Pulling confirmed three (3) on the Board would be fine; the by-laws indicate maximum of seven (7). Mr. Pulling confirmed grants have application deadlines and take 3-4 months to research. Mr. Pulling will create a potential list of foundations/individuals, who might help fund the project. Mr. Pulling noted, through an aggressive marketing plan the community would start to see action being taken on the project. The group discussed County marketing budget. Mr. Gil de Rubio recommended they wait until after the

Convention, July 13<sup>th</sup>. Mr. Pulling confirmed he would postpone marketing plans for a couple weeks. The Board will provide names of those that would be beneficial on the Board for The Meadows.

#### AGENDA ITEM NO. 3.B. NURSING HOME EXECUTIVE SEARCH

Mr. Gil de Rubio handed out the July 3, 2007 Administrator Replacement Coordination proposed agreement between HCMA (Health Care Management Associates, Inc.) and the County, that detailed: Planning and Operations Update, Administrator Search Process, Screening and Selection and Additional Assistance as Required; and, he discussed the agreement with the group. The cost would be \$18,500, plus expenses not to exceed 15%; with the initial payment being \$10,000.

**3:47 A motion was made, by Commissioner Barrette, to authorize Mr. Pulling to move forward with the search [for Administrator Replacement] and authorize Ed [Gil de Rubio] to sign the contract. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*3:49 Mr. Pulling left the meeting.*

*3:50 Mr. Chuck Hersey, UNH Cooperative Extension County Forester, arrived.*

#### AGENDA ITEM NO. 4 FACILITIES & OPERATIONS REPORT, GREG CHANIS

##### TIMBER PROJECT

Mr. Greg Chanis and Mr. Chuck Hersey spoke regarding an upcoming timber sale project, which was postponed until now due to market conditions. Mr. Hersey noted the property to be timbered is 60 acres located on the south side of Marshall Pond, and the big field near by. The timber is low-grade hard and soft pulpwood. They would do regeneration, patch cuts and thinning. Marketing for the bids will begin in July, with the cutting to occur this winter. Mr. Hersey predicted revenue of the sale would be approximately \$8,000; pulpwood is going for \$10 to \$15 dollars a cord. Mr. Chanis confirmed he would provide a copy of the forestry plan for Commissioner Barrette [Johnson-Callum e-mailed copy to Commissioner Barrette 7/10/07 and re-emailed to the other Commissioners the same day]. The group discussed using revenues for future land improvements.

##### BRUSH HOGGING

Mr. Chanis spoke to Troy Simino regarding brush hogging. Mr. Hersey noted it was about 46 acres, and the cost is running about \$110 dollars an area. The cost will be approximately \$5,000 for the project. They are applying to NH Fish and Game for \$2,000 grant and could cover the remaining cost from timber sale revenues. The property was not mowed last year, but should be done annually.

**3:57 A motion was made, by Commissioner Barrette, to reauthorize N.E.F. to execute the forestry plan brought to the board. Commissioner Jarvis**

**seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

- 3:57 A motion was made, by Commissioner Barrette, to allow the County Forester to enter into an agreement to brush hog [the field discussed]. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

**SULLIVAN COUNTY HEALTH CARE: FRIENDS OF ACTIVITIES – UPDATE**

Mr. Chanis briefed the Board on the new "*Friends of Activities*" committee. Sullivan County Health Care Activities Director, Ann Labelle, has been spearheading the committee, which has applied for a 501.c.3. – non-profit license, established a Board, created by-laws and met to discuss fund raising. One fund raising idea: to have the County sell the committee the 1949 La France Fire Truck for \$1 so they could hold a raffle. Commissioner Barrette would like to postpone a decision on this idea until Commissioner Nelson returns from vacation. They re-scheduled this discussion to 7/17.

**AGENDA ITEM NO. 4. COUNTY MANAGER'S REPORT**

Mr. Gil de Rubio indicated Mr. Wojtkiewicz was here to provide an update on Sullivan County Health Care facility staffing and census issues

**WRITE OFFS (UNCOLLECTIBLE FUNDS)**

Mr. Wojtkiewicz noted he and Julie Woodman [Business Office Manager] finished their review of each individual Sullivan County Health Care resident uncollectible account, and the total is \$387,880.49. He presented the package of accounts to the Board and County Manager and requested authorization to write off the amounts from the aging report. He confirmed the accounts cover years from July 2004 to 2006. The group again spoke about a previous write off amount that was presented and approved by the auditors during Mr. Marshall's tenure as Administrator. Mr. Gil de Rubio recommended they have the auditors review and approve the \$387,880.49 uncollectible accounts package.

- 4:06 A motion was made, by Commissioner Barrette, to authorize the business office to remove \$387,880.49 from the aging report, basically queued for write offs, pending decision of the auditors. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.**

**SIDE NOTE - ACCOUNT COLLECTIONS**

Mr. Gil de Rubio noted a check in the amount of \$32,970 was received, through an attorney they retained to work on a few uncollectible accounts. The amount represented resident room and board on two separate accounts.

- 4:09 Cynthia Sweeney, County Treasurer arrived.**

SIDE NOTE – RESIDENT INVESTIGATION

Mr. Wojtkiewicz spoke regarding an incident that was witnessed by a nurse's aid last Thursday, during the 3 – 11 shift, between a male and female resident. The female resident was questioned, and as she has communication problems, the Sheriff's Office was pulled in to perform an in depth investigation, which included interviews of both residents and staff. The durable power of attorney of the male resident was contacted, and they took the male resident home for the weekend, as there were concerns of monitoring him in the facility - as he was insistent he was going to visit the female resident's room without anyone's consent. The facility is trying to place the male resident into a psych. hospital due to this and another issue his the resident's file, but they are running into road blocks as the hospital is denying there is a mental issue involved. Mr. Wojtkiewicz noted the male resident was admitted to their facility for care and comfort, was immobile, and expected to expire in six weeks. Due to the care he received, he recouped and has been there over a year. As of the incident, the male resident has been restricted to the floor his room is on only and staff has been notified to contact the Sheriff's Office if he tries to visit the floor of the female resident involved. Mr. Wojtkiewicz noted they contacted the State regarding the occurrence and assumes they will investigate, also. Once the Sheriff's Office investigation is complete, it will be turned over to County Attorney. Mr. Wojtkiewicz confirmed the County can give the male resident a 30-day discharge notice, but the resident must have a safe place to go to and be shown the normal appeal process. Mr. Wojtkiewicz recommended they issue the 30-day discharge notice due to an "inappropriate situation" and add they are "unable to care for him at this time". Commissioner Barrette and Jarvis concurred that was the best direction to take, and expressed concern on the situation until the male resident leaves. Mr. Wojtkiewicz indicated the male resident was on 10-minute interval watch and they would continue their efforts to place the male resident elsewhere. The Sheriff confirmed if his department is called, they are unable to evict the male resident as it is considered his residence. He briefed the group on a call made by a staff member to the hospital complaining that the Sheriff would not arrest the resident.

4:29 Sheriff Prozzo left the room.

#### STAFFING

Mr. Wojtkiewicz indicated there were six (6) open positions on the 7 – 11 shift: 3 RN's, 2 LNA's and 1 LMNA and two (2) positions open on the 11-7 shift: both LNA's. They are dealing with five employees out on FLMA, three (3) on workers' compensation, have received twelve (12) resignations. As of Monday July 2<sup>nd</sup> through July 9<sup>th</sup>, they had 60 shifts filled with agency nursing, they have another 21 shifts they are trying to fill, for total of eighty-one (81) shifts of potential agency coverage due to holiday, callouts from current employees and from agency staff. They have five (5) staff on vacation – previously approved.

#### CENSUS

Mr. Wojtkiewicz noted the census was at 137 with one patient entering this afternoon - a previous Medicare resident who had been at the hospital. There are 111 Medicaid, 8 Skilled, and 18 Medicare. He indicated he held off admitting a resident, as he was concerned with staff levels. They need to make sure they can meet the clinical needs. He'll reevaluate the census to staff levels Monday and how they stand after the holiday.

#### SULLIVAN COUNTY HEALTH CARE ADMINISTRATION

Mr. Gil de Rubio noted LandMark would be here Monday, helping Mr. Wojtkiewicz with the transition from Genesis. He noted Michael Pulling has agreed to help search for a new Administrator. The group spoke regarding Mr. Pulling's experience in this field. The Commissioners will be holding a 4 pm Monday meeting, a 7 p.m. meeting 7/9/07 with LandMark to meet the temporary Administrator, followed by the family forum at 7:30 p.m. Mr. Gil de Rubio noted this would be Scott Wojtkiewicz's last Board meeting, and thanked him for his work as the nursing home Administrator through Genesis. He noted, *"You took the nursing home far beyond where they thought it was going to go and treated it as his own home ... have a lot of respect for what he did and stand behind him."* He noted he would send a letter to Mr. Ray Thivierge of Genesis regarding his exemplary service. Commissioner Barrette concurred. Commissioner Jarvis noted Scott is *"tall, serious, but flexibility, always professional."* Commissioner Barrette requested Mr. Wojtkiewicz's opinion on staffing, for a long-term administrator. Mr. Wojtkiewicz recommended they revamp the Union contract – Union is playing games and call outs are due to negotiations with contract. He noted the difficulty of running the facility with the current contract language.

*4:46 Sheriff Prozzo left the meeting.*

Mr. Gil de Rubio briefly mentioned the Union met yesterday for negotiations. Two attorneys attended and Mr. Gil de Rubio felt they accomplished a lot in the 4 hours. Commissioner Barrette thanked Mr. Gil de Rubio for his hard work with the Union.

*4:48 Mr. Wojtkiewicz left the meeting.*

## AGENDA ITEM NO. 6 COMMISSIONERS REPORT

AGENDA ITEM NO. 6.A. REAPPOINT COUNTY DEPUTY TREASURER – PER RSA 29:15 – SEE E-MAIL DATED JUNE 27, 2007, RECOMMENDATION OF TREASURER

**4:51 A motion was made, by Commissioner Barrette, to accept Peter Lovely as deputy treasurer. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*4:51 At this point, the Board signed the formal vote approved at the Convention for the County Treasurer to borrow. Ms. Sweeney left the meeting. Sheriff Prozzo returned.*

NON AGENDA ITEM – TERMINATION HEARING TO SET

Ms. Johnson-Callum noted Peter Farrand, HR Director, needed a date, prior to July 12<sup>th</sup>, for two termination hearings. The Board elected to perform this Tuesday, July 10<sup>th</sup> at 3 and 4 p.m.

**4:52 A motion was made, by Commissioner Barrette, to go into Executive Session to discuss the DOC Superintendent position/applicant [per RSA 91-A:3.II.c.]. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

*Those in Executive Session: Commissioner Ethel Jarvis – Chair and Jeffrey Barrette – Clerk; Ed Gil de Rubio – County Manager; Sheriff Michael Prozzo; and Sharon Johnson-Callum (minute taker)*

**5:21 A motion was made, by Commissioner Barrette, to come out of Executive Session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

No formal decision was necessary as the County Manager received recommended direction.

AGENDA ITEM NO. 5.C. GENESIS PO 74403 \$40,610.48, ADMINISTRATIVE COST  
Mr. Gil de Rubio noted office staff brought to his attention a PO 74403 payable to Genesis not approved with no indication as to why; and asked if he could answering any questions they had. The group discussed the history of the Sullivan County Health Care administrators, the transition period between Courtney Marshall and Scott Wojtkiewicz, the spreadsheet Genesis provided, and how the invoice related to Mr. Wojtkiewicz's work, when he came on board 9/25, and the severance payment for Mr. Marshall. Commissioner Barrette indicated his issue was with paying a severance package to a contracted person, without a formal motion. Mr. Gil de Rubio agreed it was unusual, but at the time it was the prudent thing to do during the removal of Mr Marshall; and this was all approved through a verbal discussion with the previous Board Chair, Commissioner Clarke. Mr. Barrette noted he does not want to pay for Mr. Marshall's portion, but will stick to any agreement made by the previous board but feels more comfortable with a

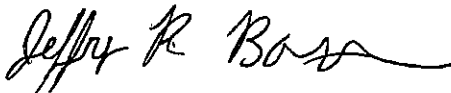
written agreement. Commissioner Jarvis noted Commissioner Nelson questioned the invoice, also. *(Per request, Johnson-Callum left the room to attain the warrant package and returned. The audiotape stopped while gone, and no further information was noted upon return).*

**SIDE NOTE – GREATER CLAREMONT REALTORS ASSOCIATION MEETING**

Mr. Gil de Rubio confirmed he attended a Realtors Association meeting at the Ahern Building, as a County guest speaker. The event was catered by the County's Dietary Director and paid by the Realtors Association. Mr. Gil de Rubio noted the meal and ambiance were wonderful and Commissioner Barrette added he received rave reviews on the food through a couple he knew that participated, also.

**5:50 A motion was made, by Commissioner Barrette, to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*



Jeffrey Barrette, Clerk  
Board of Commissioners

JB/s.j-c.